

CHRISTLETON HIGH SCHOOL



INFORMATION GUIDE FOR PARENTS



PARENTS' A TO Z - 2018

Introduction

We are delighted to welcome your child to Christleton High School and we trust you are keen to work with us, to ensure the very best for your child.

This handbook has been produced with contributions from Parents/Guardians, for which we are most grateful.

This information is divided into three sections:-

- **Practical**
 - **Pastoral**
 - **Curriculum**
-

Christleton High School
Village Road
Christleton
Chester
CH3 7AD

01244 335843

Email: enquiries@christletonhigh.co.uk

Website: www.christletonhigh.co.uk

 **@ChristletonHS**

 **@ChristletonHS**

School Motto:

Bringing Aspirations to Life in a Happy, Hardworking and Caring Community

Headteacher: **Mr A. D. Stenhouse**

Practical Information

ABSENCE – Unexpected (see also Attendance, Holidays and Registration)

On the first day of your child's absence, please telephone the school, using the absence option on the menu. Leave details of your child's name, Form, reason and expected absence duration. When your child returns, please send a note with them to their Form Tutor, or use their Planner, confirming reason for absence and date, so that we can mark the registers correctly. You can email attendance@christletonhigh.co.uk or via the website, Parents/Absence.

If the absence is expected to be long term, you will need to make an appointment with the Form Tutor, to discuss what can be done to support learning and your child's return to school.

ATTENDANCE AND PUNCTUALITY (see also Absences, Holidays and Registration)

Registers are taken in the morning, afternoon Form period and in every lesson.

The school office checks attendance daily, after morning registration or Lesson 1 and will contact parents to advise them of non-attendance.

BUSES

A number of buses are available to bring students to and from school. These buses are a combination of private hire, commercial routes, or council contracted.

PRIVATE HIRE

Students from Ellesmere Port, Elton, and Mickle Trafford may be able to use buses arranged privately by Ellesmere Port and Neston Community Trust (EPNCT). Please contact them directly on **0151 355 3739**. The EPNCT allocate places, based on seat capacity, and they operate a waiting list.

All financial transactions are between EPNCT and parents.

COMMERCIAL

There are two commercial routes serving the village of Christleton. These buses drop off/pick up outside the school.

- A commercial service (no.36 route) run by Arrowbrook (01244 382444) serves Guilden Sutton/Hoole/Vicars Cross.
- There is also a service bus (No. 41B route) serving Chester/Huntington/Christleton. Other variances on the 41 route are also available.

The timetables and routes are readily available from **Traveline 0871 200 2233**, www.travelineinfo.co.uk or on the school's website at www.christletonhigh.co.uk under transport, within both the school information and parents tabs.

COUNCIL CONTRACTED BUSES

Four other bus routes are contracted by the Cheshire West and Chester Council Transport. They are:

Contract no.	Route	Provider	No. of seats
61208	Farndon, Churton, Aldford, Saughton to Christleton High School	RTS Minibus	13
61237	Barrow to Christleton High School	Carvers	49
61240	Tattenhall, Huxley, Hargrave to Christleton High School	Parkers	10
61243	Littleton, Ashton, Tarvin to Christleton High School	Crown Logistics	8

All seat allocations are arranged by Cheshire West and Chester Council Transport and some parents may be eligible for assistance with transport costs.

For more information, please contact **0300 123 7039** for detailed information, or visit www.cheshirewestandchester.gov.uk/schooltransport

Cheshire West and Chester Council Transport arrange all seat allocations and some parents may be eligible for assistance with transport costs.

CAR PARKING (see also Dropping off students)

Car parking is at a premium on the school site. There are four visitor parking bays outside Main Reception; alternatively, there may be spaces available in the car park beyond the Sports Centre.

Please **do not** park on the school site to collect children at the end of the school day. You should not park on yellow lines or do "U" turns in the entrances; please park considerately in the village and do not obstruct residents' access to their property. The police frequently patrol the village.

CYCLING

The school actively encourages cycling and provides covered bicycle storage and a limited number of helmet lockers.

Cyclists have first priority for lockers and any remaining are then allocated to other Year 7 students.

We run a Bikeability course every year, enabling students to cycle safely to school.

<http://www.christletonhigh.co.uk/school-information/transport.php>

CALENDAR

Detailed Calendars (monthly events, sports, trips) are available on the school website at (www.christletonhigh.co.uk/Calendar)

CHRISTLETON HIGH SCHOOL ASSOCIATION (CHSA)

Parents/Guardians are automatically members of Christleton High School Association and involvement is welcomed. The Association runs a number of fund raising and social activities throughout the year and have been very successful in providing many resources over the years.

The CHSA can be contacted via chairofchsa@christletonhigh.co.uk . For more detail, please see the school website at <http://www.christletonhigh.co.uk/chsa>

CONTACTING STAFF/QUESTIONS

Messages can be left at Reception or the Main Office and these will be emailed to staff regularly throughout the day. In case of emergency, the relevant person will be contacted immediately. Most staff have a voicemail facility and the switchboard will direct you to this, if required.

Teaching staff can be contacted by email via enquiries@christletonhigh.co.uk . A list of all current staff is available in the 'Staff list' section of the website at (www.christletonhigh.co.uk). Please note that due to teaching commitments, staff are not always able to respond immediately, although they will normally make contact within three working days. (72 hours)

The school also uses an email information system for letters, reports etc, so it is important that we have your up-to-date email address.

Deputy Headteacher, Mr Darran Jones, is the Complaints' Co-ordinator.

DROPPING OFF STUDENTS BY CAR (see also Car Parking)

You should always drop your child/children off outside the school site at a convenient and safe place.

We wish to restrict the number of vehicles entering the school site at this busy time so that all our students remain safe. Please refrain from dropping off or doing a "U" Turn in the entrances.

All Parents/Guardians who routinely transport students to and from school are requested to use designated drop-off and pick-up points located away from the centre of the village and in safe locations within walking distance of the school.

DROP-OFF & PICK-UP POINTS:

Plough Lane - Plough Inn - AM & PM (approx 7 mins walk)

A41 (towards Whitchurch) - Cheshire Cat Pub - AM & PM (approx 7 mins walk)

Little Heath Play Area - Car Park - AM & PM (approx 7 mins walk)

A41 (towards Whitchurch) - Quarry Bridge lay-by - AM & PM (approx. 9 mins walk)

EMERGENCY CLOSURE

In the unlikely event of school closure due to heavy snowfall or some other unforeseen occurrence, this will be announced on:

- **Heart Radio**
- **DEE 106.3**
- **BBC Radio Merseyside**

The school telephone system will also provide a message informing callers about closures and the school website will display a “flash” message. The information will also be relayed to parents by email/text message on Twitter and our Facebook page.  

(Also see Home/School Communications)

END OF TERM

The school normally closes around lunchtime on the last day of the Christmas Term, following a whole school assembly and also on the last day of the Summer Term. Please do check your letters to confirm this. Spring Term and Half Terms usually end as a normal day.

EQUALITY

The school supports the Equality Act 2010 and we strive to make all our procedures compliant with the Equality Duty. Downloads of policies are available from the school website.

FINANCIAL SUPPORT

If you are in receipt of Income Support or certain other allowances, there may be an entitlement to free meals, travel etc. Current guidelines are available on the website at <https://cheshirewestandchester.gov.uk/residents/education-and-learning/school-meals.aspx>

or contact the Council on **0300 123 7039**.

FIRST AID

If your child becomes ill or is injured during the day, the First Aider will make a judgement about their condition. A short period of rest may be all that is required. If you have indicated that paracetamol may be administered, this will be done and you will receive notification via email.

If it is considered necessary to send your child home, you will be asked to arrange collection. Students should not contact Parents directly and Parents should not come to collect students unless requested to do so by the School.

The same consideration applies to injuries, except that if an ambulance has to be called, a member of staff will accompany your child until you arrive.

Medicines should only be brought into school when essential. Please contact the First Aider for a form to authorise this.

FOOD AND DRINK (see also Lunch Time)

The school has three dining areas: Main Dining Hall, The Mini C and a Deli Bar for Sixth Form students. A cashless facility is available using the Bio-metric scanning system. The Main Dining Hall will serve breakfast from 8:00am.

Menus are displayed on the website, dining areas, Form Rooms and often in the Newsletter/Student Weekly Bulletin. A wide selection of choice is available. Students may bring their own packed lunch if they prefer and may eat with students buying a lunch or in an alternative designated area. Drinking water is available in various areas around school. Students should bring their own water bottle.

The vending machines in the Sports Centre and the Sixth Form Deli Bar are out of bounds to all students in Years 7 – 11 during the school day.

FREE SCHOOL MEALS

Free school meals are available for children if their parent/guardian receives certain benefits. In addition, the school receives Pupil Premium funding each year for each student who is entitled to free school meals; this funding continues for up to six years after the free school meals claim ends. This means that even if you only expect to claim for a short period of time, the Pupil Premium funding will continue to support your child's education for the long term.

Free school meals are not only beneficial to parents/guardians, but funding could be used to provide additional support for your child. The school would encourage those entitled to claim for FSM. If your child prefers to bring a packed lunch, you will still need to register for free school meals for our school to receive the Pupil Premium funding.

Please make sure you contact the County Council to ensure your child's entitlement is carried forward to the next academic year. Please contact: **0300 123 7039**

GOVERNORS

The school is supported by an active Governing Body, made up of parents, staff and members of the local community, who hold regular, General and Committee meetings. Committees are Curriculum and Achievement and Pastoral.

Please see the website at (www.christletonhigh.co.uk/governors) or contact Mrs S. Wong, Clerk to the Governors, at the school for more information.

HOLIDAYS / AUTHORISED ABSENCES

We would like to explain to all parents, the law regarding absences during term time.

Unless there are exceptional circumstances, requests cannot be authorised. If parents still decide to take their child out of school, then school will mark the absence as unauthorised, which may lead to the involvement of the Education Welfare Service and the issuing of a Fixed Penalty Notice. The cost of Fixed Penalties are £60 if paid within 21 days or £120 if paid within 28 days.

If the Fixed Penalty Notice is not paid, the Local Authority will take legal action. These Fixed Penalty Notices have been introduced as part of the government's drive to improve attendance.

If you need to take your child out of school for a special event (e.g. Family Wedding) please request in writing, using the Absence Request Form available from Student Reception or on the website, Parents/Absence well in advance. Please return the completed form to Student Reception or email attendance@christletonhigh.co.uk where the relevant member of staff will consider your request.

The form is available from the website at <http://www.christletonhigh.co.uk/parents/downloads.php>

HOME SCHOOL COMMUNICATION

The school uses "Schoolcomms", to send emails/text messages to parents/guardians. It is most important therefore, that we have both parental email and mobile phone numbers on our records.

The school's usual method of sending letters home is by "Schoolcomms". Copies of letters sent to all parents, specific Year groups or regarding trips are also posted on the school website at (www.christletonhigh.co.uk/parents/letters).

The school will only send a communication via the youngest sibling in cases of "whole school" correspondence. The school magazine, The Swan, is sent to parents via 'student post' at the end of Autumn and Summer term. Please ask your child frequently if they have any letters/Magazines or search their school bag!

LOCKERS

Student Reception will allocate a locker to all Year 7 students. Students must provide their own lock. The cash office have padlocks for sale. Any cyclists in other Year Groups who need a locker for storage of helmets can go to the Student Reception when they will be allocated a locker.

All lockers will be cleared during the summer holiday, so it is important that they are emptied by students at the end of the academic year.

LOST PROPERTY

Property that is identifiable will be returned to the student. Valuable/small items are stored in Student Reception. All other items are stored in a rack near Student Reception. Students will be asked for proof of ownership for mobile phones prior to the item being returned.

Please make sure that all uniform, coats, pencil cases, water bottle etc are labelled.

LUNCH TIME (see also Food and Drink)

The school operates a “must remain on site all day” policy and students will only be allowed to return home for lunch if requested by a parent in writing, to the relevant Year Head. A pass system is in place for this. Students must sign in/out at Student Reception.

MEDICAL/DENTAL APPOINTMENTS

Students must sign in/out for appointments at Student Reception. The school must be made aware of such appointments in advance, via the Attendance Officer at attendance@christletonhigh.co.uk contact the Student Reception or via the website, contact us, email relevant address.

MEDICINES

Please notify the school First Aider if your child has to regularly take medication. This can be done on the first day or at the Transition Evening.

Administration of painkillers (Paracetamol) – you will be asked for permission for the school to administer Paracetamol to your child as stated on the Admission Form, given to all parents. The school will not give Paracetamol if you have not consented.

MOBILE PHONES AND MUSIC PLAYERS

Students are allowed to use mobile phones (or similar devices) outside the school buildings during break and lunchtimes. If used during lessons, (without the express permission of teachers), they will be confiscated and sent to Student Reception. To reclaim, students must **pay £1** (to Charity) at Student Reception at the end of the school day. Alternatively, parents may collect them from Reception free of charge.

MAP OF SCHOOL

Please see overleaf for the map of the school.

ONLINE PAYMENTS

The school has an online payment system for Trips/Books etc, which enables you to pay for these items via a secure website.

Please see website at www.christletonhigh.co.uk/home and access pay online.



Coming soon: Online payments to school with ParentPay!

Starting in June 2018 we will be introducing a more convenient way to pay for school meals, trips, maths equipment and much more online, using a secure service called ParentPay.

After the launch date (to be confirmed shortly) we will be working towards minimising cash and cheque payments held within school.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

You will receive your unique ParentPay Account activation details before the launch date and we will notify you when these have been sent.

For further information on ParentPay please see the FAQs overleaf or visit www.parentpay.com.

Yours sincerely

L Carding

Finance Manager

What does ParentPay do?

- Enables you to pay for School Visits, School meals and other items such as maths equipment
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows you to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
- You will never need miss a payment, or have insufficient credit, with automated email/SMS alerts (activate by you)
- ParentPay is quick and easy to use.

More information

- More information can be found on the ParentPay website www.parentpay.com, alternatively contact cashoffice@christletonhigh.co.uk

www.parentpay.com

PARENTPAY FAQS

- **When can I log in to my account?**

Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments. This letter will be sent to you soon by your school.

- **Which cards can I use?**

ParentPay accepts MasterCard, Visa and American Express credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.

- **Is it safe to make payments on the internet?**

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

- **How can I check that it's secure?**

Standard website addresses begin with *http*: the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

- **What about our personal information?**

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account however; ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on **02476 994 820**.

- **I do not have a home PC so how can I use ParentPay?**

Why not visit your local library, internet café or see if you can get access to a computer at work. Alternatively ask if you can use your school's computers. Many schools have computers available for parents and will be happy to show you how to use them.

For more information please visit www.parentpay.com

OPENING HOURS

The school is open to students to work with staff by invitation or in the iResearch Centre (iRC) from 08:00 to 17:00. Students are allowed to remain in the iResearch Centre for study from the end of lessons until 17:00 on Monday to Thursday and 16:00 on Fridays.

No student should be in any other part of the school unless supervised by a teacher.

PE AND SPORTS KIT

BOYS		GIRLS
Blue Polo Shirt*		Blue Polo Shirt*
Blue Shorts*		Gym Shorts*
White Socks#		White Socks#
Running Trainers		Running Trainers
Reversible Sports Shirt*		Blue/White Socks*
Blue/White Socks*		Track Pants*#
Football Boots		Sky Blue Sweatshirts*
Shin Pads		Football Boots
Gum Shield		Shin Pads
* Available from Uniformity Clothing Ltd. See the School Website for details # Optional		

PUPIL PREMIUM

Pupil Premium is available for Schools and Academies to provide additional support for students who have received free school meals at any point in the last six years, looked-after children, children adopted from care and children of service personnel.

Your child may be identified as a Pupil Premium student, for one of the reasons given above. Christleton High School has a number of different initiatives in place to further support the learning of Pupil Premium students.

RECEPTION (see also Student Reception)

To comply with our routines for the safeguarding of children, all parents and visitors to the school must sign in at Main Reception, where visitors will be issued with a badge. All visitors to school will be met and escorted by staff.

The School reserves the right to challenge any visitor when on site and to refuse entry to any individual without having to provide a reason.

REGISTRATION (see also Absences, Attendance and Holidays)

Students are legally required to register in the morning and afternoon. It is the responsibility of students who are late to school to sign in at Student Reception. If students need to leave for a medical appointment, they must sign out at Student Reception.

SCHOOL OFFICE

The main school office is open from **08:30** to **16:00** during term time and **09:00** to **12:00** during holiday periods, except during the Christmas break, when the school is closed.

SCHOOL DAY TIMINGS

The school operates a 5 x 60 minute lesson day on Monday, Tuesday, Thursday, and Friday. On Wednesday, there will be 4 x 60 minute lessons.

Time	Duration (minutes)	Event
By 08:40	5	Students should be on site
08:45 - 08:50	5	Registration
08:50 - 09:50	60	Period 1
09:55 - 10:55	60	Period 2
10:55 - 11:15	20	Break
11:15 - 12:15	60	Period 3
12:15 - 12:30	15	Registration for Years 9, 10, 11, 13
12:30 - 13:20	50	Lunch time for Years 9, 10, 11, 13
12:15 - 13:05	50	Lunch time for Years 7, 8, 12
13:05 - 13:20	15	Registration for Years 7, 8, 12
13:20 - 14:20	60	Period 4
14:25 - 15:25	60	Period 5

On Wednesdays, formal lessons will end at 14:20.

SCHOOL WEBSITE

The school website is - www.christletonhigh.co.uk All relevant information is available here and all communications go via this medium.

SMOKING

The school buildings and grounds are non-smoking areas.

SPORTS CENTRE, POOL AND ALL WEATHER PITCH

The school and Brio Leisure on behalf of the Council run this jointly.

The school has use of the facilities during the school day and then it is available for Community use thereafter. See the link on the school website at (www.christletonhigh.co.uk/school-information/facilities) or telephone 01244 336664 for Brio Leisure contact.

STUDENT RECEPTION / CASH OFFICE

These offices are situated at the front of the main building in the Covered Area, for students to buy books, pay money for school trips, signing in and out etc and is open every week day

See the link on the school website at www.christletonhigh.co.uk/home and access pay online.



NEWSLETTER/STUDENT WEEKLY BULLETIN

This contains weekly notices, room changes, thought for the week etc and is read out every week by Form Tutors, posted in Form Rooms and a copy is available on the school website at <http://www.christletonhigh.co.uk/students/student-bulletin.php>

THE SWAN – (SCHOOL MAGAZINE)

The Swan is our full-colour glossy magazine which is published twice a year. A complimentary copy is supplied to every family and can be downloaded from the school website.

<http://www.christletonhigh.co.uk/school-information/swan-newsletter.php>

This is usually sent home with students during the final week of the Autumn and Summer terms. Please ask your child for a copy!

TRACK MY CHILD - SLG (SIMS LEARNING GATEWAY)

SIMS Learning Gateway is a web-based system enabling you to access your child's data, via the internet. The data available will include information about:

- Basic student record
- Attendance
- Assessment
- Last 3 reports
- Timetable
- Homework Tracker

As the system continues to develop, we plan to add new features, providing you with more information about your child's education. You will be given separate information about this including log on details and an information booklet as soon as your child starts school.

If you need any assistance with this procedure, please email slg@christletonhigh.co.uk.

TRANSPORT - see Buses

UPDATING YOUR CONTACT DATA

Please keep the school office informed of changes to personal data – address, phone contacts, email, doctors, medical conditions etc. You can do this via Track my Child Sims Learning Gateway, call the Main Office or email enquiries@christletonhigh.co.uk.

UNIFORM

Parents/Guardians receive information regarding school uniform in their admission pack. A high standard of personal appearance is expected of all students. Anyone arriving at school in non-uniform clothing may be sent home to get changed or put in isolation. Inappropriate items may be confiscated. We advise students not to bring valuables to school, as we cannot take responsibility for their safekeeping.

The following table outlines the required uniform and the school's expectations.

Trousers	Smart, tailored, plain black school trousers of waist height and ankle length. (no jeans, chinos, hipsters, skinny-fit, leg pockets).
Skirts	Smart, plain black skirt of knee length – no more than 2 inches above or below the knee. Should be worn with black opaque tights or plain black or white socks. (no splits, tiered or tight/bodycon skirts).
Shirts	White, stiff-collared shirt buttoned up, that can be tucked in. Should always be worn with the school clip-on tie (no tightly fitting blouses). School-crested polo shirt during the summer term. (Students should not wear coloured or lettered undergarments, which may be visible through their collared or polo shirts.)
Shoes	All black footwear with a sensible heel, with no logos or white stripes (no boots, flipflops, sandals).
Jumpers	School-crested navy blue jumper. (no cardigans, hooded sweatshirts or tops of sweatshirt material).
Make-up	Make-up/nail polish should not be worn by students in Years 7-9. Light make-up/nail polish may be worn in Years 10-11. (Students wearing excessively heavy make-up or brightly coloured nail-varnish will be asked to remove it).
Jewellery	On the grounds of health and safety, we do not allow students to wear jewellery, with the exception of plain ear-studs/sleepers and a wristwatch.
Bags	Bags should be large enough to hold files, textbooks and equipment.
Hair	Hair should be of natural colouring. 'Extreme' styles should be avoided.

Pastoral Information

BULLYING

The school has an Anti-Bullying Policy and does not condone any form of bullying. If you suspect your child is being bullied, please contact the Form Tutor for an initial confidential discussion. See the link on the school website at

<http://www.christletonhigh.co.uk/school-information/policies-and-documents.php>

COMPUTERS

It is not necessary to purchase a computer for use by your child at home. If research is necessary, there are many computers that can be used in school.

We have over 600 networked computers available for student use during lessons, situated in four ICT rooms and five Departmental ICT rooms. In addition, the Maths department has a bank of 32 laptops, which can be moved to their classrooms as required. A number of ipads and android tablets are also available.

A small number of Computers are also available in the iResearch Centre, which is open until 17:00 on Monday to Thursday, and 16:00 on Friday.

CONSEQUENCES (DETENTIONS)

If your child's behaviour falls below what we expect during lessons, their subject teacher will issue a break, lunchtime or after school detention.

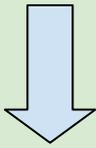
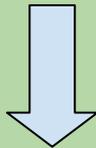
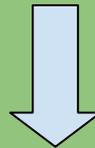
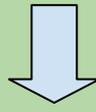
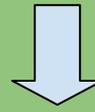
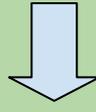
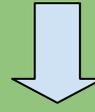
The school reserves the right to issue suitable consequences (for example, detentions or internal isolations).

Parents/Guardians are given written notice, electronically of a detention that takes place out of normal school hours, the school will aim to let you know in order for travel arrangements to be made. The letter will tell you why the detention was given and for how long your child will have to stay at school.

Notice is issued to students who are not adhering to school rules out of lessons – inappropriate uniform, rudeness etc, which can lead to a school lunchtime detention of 30 minutes. Failure to attend will result in an after-school detention of one hour.

Students found out of bounds will be issued with an after-school detention immediately.

Please see below chart for Lates to school/lessons. All detentions for lates will take place on Friday mornings at 8:15am. If the student does not complete their detention in the morning they will automatically repeat after school for an hour on the same day.

Weekly detentions for Lates: Punctuality Data sent to Heads of Year (HOY) by Attendance Officer, Detentions Officer to inform HOYs of non-attendees				
 5 mins or less	 6-20 mins	 21-100 mins	 101-200 mins	 201+ mins
Form Tutor to monitor	Email will be sent home	Email will be sent home	<u>HOY to alert JGi and request email</u> to be sent home.	<u>HOY to alert JGi and request email</u> to be sent home.
	 Morning Detention 8.15 - 8.30am Register on SIMS	 SLT Detention 3.30 - 4.30pm Register on SIMS	 Isolation Detention 3.30 - 5.00pm JGi to register	 1 day Isolation JGi to register
	 Failure to attend results in same day SLT detention	 Failure to attend results in <u>follow up by HOY</u> . HOY to contact home and re-issue detention.	 Failure to attend results in <u>follow up by HOY</u> . HOY to contact home and escalate to Isolation.	 Refusal to attend results in <u>follow up by HOY</u> . HOY to contact home and escalate to 2 days

NB: HOY – Head of Year SLT – Senior Leadership Team

DISCIPLINE (see also Consequences)

The school has a system of rewards and consequences. We use the Lesson Monitor system, details of which are displayed in every Form Room as well as your child's Planner and the Home School Agreement.

OTHER USEFUL INFORMATION

Letting your Form Tutor know about what your child is doing out of school can be helpful. Teachers will be able to build on your child's experiences and skills when at school e.g. hobbies and sports, achievements, unexpected changes, illness or bereavement.

PARENTS' EVENINGS

These events provide a good opportunity to find out how your child is settling in and to raise any concerns you might have.

Parents' Evenings are held once a year for every Year group in the school, when all subject teachers and Form Tutors for that particular Year group should be present.

We recommend that you bring your child dressed in school uniform with you; indeed some subject teachers will be keen to involve them in the discussion about their progress. If you have young children, you may bring them along too, although you will need to be responsible for them.

We use an **online booking system** for parents to book appointments with teachers and dates can be found on the school calendar on our website. You will be notified by email only.

The school yards are open for additional parking on Parents' Evenings. Please be mindful of residents nearby when leaving the car park at night.

SCHOOL COUNSELLOR

Practitioners from CAMHS (Children and Adolescence Mental Health Services) work in school one afternoon per week to provide a well-being service to support students' emotional health. Students can discuss this further with their Head of Year or Student Services staff.

For further information about CAMHS, please visit <http://www.mymind.org.uk>

SCHOOL TRIPS

The school recognises the importance of these events whether curriculum related or not. A variety of trips are organised each year and information regarding each one is sent home individually.

Details are also on our website at

<http://www.christletonhigh.co.uk/parents/trip-letters-and-information.php>

New Year 7 Parents are also asked to authorise a single consent form, which covers your child for all out of school activities during their time at Christleton, reducing the amount of bureaucracy in obtaining this for each trip. The form is sent out in the summer term with other pre-joining information.

SETTLING IN

During the first weeks of term, your child will get to know their Form Tutor, whom they should see in the first instance with any concerns or worries.

Staff will be available in the school yard and on corridors during the first weeks of term to help with any problems such as finding their way around school. Students can also call at Student Services for help and advice. You can help your child settle in quickly by talking to them about school and by checking their Planner every day. This will assist them in organising themselves fully for each school day.

SPORT AFTER SCHOOL

The school produces a fixture list, which is displayed on the PE Notice Board and is also included in the Newsletter/Student Weekly Bulletin. Students will be informed of any cancellation. This information can be found on our website, Parents/Extra Curriculum Activities.

Reception will be notified if there is a delay in returning and the estimated time of arrival back in school.

Please ensure that your child has made suitable arrangements to return home.

TRUANCY

Students are obliged by law to attend school for 190 school days per year.

Any parent who does not see that this obligation is fulfilled can ultimately be taken to court for the omission.

The school plays its part in seeing that the law is obeyed by having a structured system of registration at both morning and afternoon school to check on attendance.

In addition, all subject teachers keep a class register to double-check that students remain on campus throughout each half-day session.

Please see website at <http://www.christletonhigh.co.uk/school-information/policies-and-documents.php>

Curriculum Information

CURRICULUM

Through following the national curriculum for England, we offer a curriculum that:

- Is broad and balanced
- Provides enjoyment, boosts self-esteem and raises aspirations creating a culture of students who want to learn
- Promotes spiritual, moral, social and cultural development
- Encompasses the acquisition of a growth mind-set
- Emphasises the importance of Literacy and Numeracy
- Prepares our students for a successful future
- Equips students with the knowledge, skills, and understanding to achieve as highly as possible at Key Stage 4 and beyond.

The curriculum is delivered through a two-week timetable of 24 lessons per week, each lesson lasting for one hour.

HOMEWORK (see also Planners)

Homework to be completed is recorded in Student Planners.

Marks can be seen in books and some pieces of work may be retained for assessment.

Homework can also be viewed via Track my Child, Sims Learning Gateway. The full policy is on the website at <http://www.christletonhigh.co.uk/pdf/parents/chs-home-learning-policy.pdf>

LESSON MONITOR

Subject teachers will give every student a score between 1 and 5 for each lesson to indicate attitude to learning.

Attitude to Learning guide

1 – Excellent
2 – Good
3 – Passive/Inconsistent
4 - Unsatisfactory
5 - Unacceptable

A more detailed explanation of the scores can be found in the Home School Agreement Booklet. Parents can access these scores through Track my Child, Sims Learning Gateway (SLG). All User Names and Passwords will be issued to new parents by the end of September.

ATTITUDE TO LEARNING CRITERIA

Attitude to Learning Criteria	Example behaviour	Resulting action
1 - EXCELLENT		
<ul style="list-style-type: none"> You are hard-working, highly motivated and contribute fully to learning. You are enthusiastic and co-operative with staff and collaborate very effectively. You take full responsibility for your own learning, show perseverance, meet all deadlines and complete work to the very best of your ability. You complete research, preparation and home learning thoroughly and are fully equipped for lessons. 	<ul style="list-style-type: none"> Worked independently to complete tasks to the best of your ability. Assisted with the learning of other students. Used own initiative to complete tasks to the best of your ability. Worked collaboratively with other students during lesson activities (practical/discussion). 	Examples may include: <ul style="list-style-type: none"> Praise in lesson. Positive comment on SIMS/Behavioural point. E cards/email home. Inform FT/HoY/HoD.
2 - GOOD		
<ul style="list-style-type: none"> You work hard and present a positive attitude to learning. You are willing, co-operative with staff and collaborative with others. You complete work to a good standard. You are well-prepared and fully equipped for lessons with home learning completed appropriately. 	<ul style="list-style-type: none"> Work completed to a good standard for individual student. Contributions made to lesson activities. 	Not always necessary; examples may include: <ul style="list-style-type: none"> Positive comment on SIMS/Behavioural point. E cards/email home. Verbal praise. Inform FT/HoY/HoD.
3 – PASSIVE/INCONSISTENT		
<ul style="list-style-type: none"> You are not working to the best of your ability and need encouragement to stay on task and think for yourself. You are coasting and putting in variable effort. You are not fully prepared for this lesson, you do not have all the required equipment and home learning is not completed or shows minimal effort. 	<ul style="list-style-type: none"> Satisfactory work but easily off task. Needed to be reminded more than once to complete a task. Talked at inappropriate times after a warning. No evidence of home learning. 	Not always necessary, but if a cause for concern: <ul style="list-style-type: none"> Student moved in class. Discussion after lesson. Comment on SIMS. Home learning to be complete. Possible detention. Subject Report (if persistent).
4 - UNSATISFACTORY		
<ul style="list-style-type: none"> You need frequent reminders to stay on task. You do not meet the expected standards of behaviour or effort. You are not prepared for lessons and need to accept more responsibility for your learning. Your lack of effort and focus has a negative impact on your learning and sometimes that of others. Passive/inconsistent behaviour in addition to no home learning. 	<ul style="list-style-type: none"> Needed to be reminded three or more times to stay on task. Did not use school equipment correctly. e.g. seen using the incorrect website. Distracted others by repeatedly talking at the wrong times. Sent out of the lesson and allowed back in. Used inappropriate/insulting language during the lesson. 	At least one consequence MUST be issued: <ul style="list-style-type: none"> Permanent movement in lesson. Detention. Email/call home. Communication with FT. Subject Report (if consistently receiving 4s). Lesson isolation e.g. working with a Sixth Form group/another teacher (if consistently receiving 4s).
5 – UNACCEPTABLE		
<ul style="list-style-type: none"> You do not involve yourself in the learning process without frequent prompting. You seem unprepared to learn and also often stop others learning. You do not meet the expectations regarding behaviour and your response to correction is negative. 	<ul style="list-style-type: none"> Refused to follow instructions. Rudeness shown towards a member of staff. Argumentative/aggressive. Sent out of the lesson more than once. Used inappropriate/insulting language during the lesson directed in a malicious manner. 	<ul style="list-style-type: none"> Detention. Lesson isolation e.g. working with a Sixth Form group/ another teacher. Referral to FT/HoY/HoD. Subject Report. Senior staff call out.

The highest grade achievable, if you do not have the correct equipment, or if you have failed to complete and hand in home learning is a 3.

The above criteria are used as the basis for the Attitude to Learning grades, given on all Reports and Interim Assessments.

MUSIC LESSONS

Extra-curricular instrumental tuition on a range of instruments is organised by the school. You should contact the Head of Performing Arts, Mr S Phillips. Email: phillipss@christletonhigh.co.uk

Lessons take place before and during the school day and are bookable and chargeable one term in advance, to allow the school to employ staff to provide consistent long-term teaching.

There are String/Guitar/Flute ensembles, the Orchestra, Concert Band and Training Concert Band and Choir and all perform at school concerts or as a backing for school plays. They also perform out of school at certain events.

Rehearsal times are displayed on the notice board in the Music suite.

PLANNERS

These are used at Key Stage 3 (KS3) for communication between school and home:

- Students record homework/attendance and punctuality details.
- Teachers add comments of concern or notes of praise/good work.
- Parents are encouraged to write comments/concerns and to sign the Planner weekly.

REPORTS

There are two different types of written feedback to parents/guardians:

- “Interim Assessments” which give feedback made in every subject. These are normally issued once a year for students in Years 7, 8, 9 and 10.
- A more detailed “Annual Report” which includes written comments from Form Tutor and attainment grades from all subject teachers. This is issued annually to all students in Years 7 to 11.
- These will then be uploaded to Track my Child, Sims Learning Gateway (SLG).

Please feel free to discuss any issues arising from reports with the relevant member of staff. See Calendar for dates.

ADDITIONAL EDUCATIONAL NEEDS (SEN) STUDENT SERVICES

For support in this area, you are advised to speak to Miss Jennifer Edwards, SENCO edwardsj@christletonhigh.co.uk at the earliest opportunity and in full confidence. Student Services will also be available at every Parents’ Evening.

TESTS

Subject Teachers will normally inform students in advance of any tests. Revision preparation is normally given as a homework task, which students should record in their Planners.